



IESEG School of Management is a Grande Ecole de Commerce accredited with EQUIS, AACSB and AMBA, a member of Lille Catholic University and ranked in the top 10 of the best business schools in France.

In order to replace a colleague in international student admissions and recruitment team for maternity leave, the International Relations department recruits the following position on Lille campus:

International Recruitment and Admission Officer

Your Missions

Participate in various activities related with Admission and Recruitment of international degree seeking students for PGP programs, including:

- In charge of admissions and merit-based scholarships of all PGP programs
- Collaborate with Inscription department to ensure the registration of PGP students
- Liaise with overseas offices and agents regarding PGP admission related tasks
- Recruitment of IMBA related tasks
 - Maintain database of international IMBA prospective students
 - Communicate with international IMBA prospective students
 - Participate in recruitment fairs abroad and follow up with students met at fairs
 - Develop marketing and communication activities to attract more international IMBA prospective students
- Liaise with the French government bodies abroad, namely the French Embassies and Consulates, Campus France and Alliance Française
- Other tasks related with international students admissions and recruitment

This position requires occasional overseas travel which may take place during the weekend.

Your Profile

- Minimum academic background Bac +4/5
- 1 to 2 years of experience in the area of international admission / student recruitment
- Excellent written and oral English and French proficiency
- Strong organizational skills including ability to work independently and within a team
- Strong intercultural and interpersonal skills / Knowledge and sensitivity to cultural issues
- Able to meet deadlines, coordinate a number of projects/programs simultaneously in response to changing/conflicting priorities
- Advising/counseling skills and excellent presentation skills
- Understanding of the needs of international degree seeking students
- Ability to provide quick response to students' email enquires
- Familiar with Word, Excel, PowerPoint, Outlook, etc.

Type of contract : CDD from February to June 2017

Interview starts: mid-January, 2017

Interested Candidates : Send motivation letter (English or French) and CV to recrutementri@ieseg.fr before January 15th 2017, the interviews will start as from mid-January 2017